

# Agenda Item Form

Agenda Date: 03/09/04

Districts Affected: N/A

Dept. Head/Contact Information: City Attorney, Liza Elizondo, (915) 541-4225

## Type of Agenda Item:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Resolution                       | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments                   |
| <input type="checkbox"/> Tax Installment Agreements       | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                            |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen               |
| <input type="checkbox"/> Application for Facility Use     | <input type="checkbox"/> Bldg. Permits/Inspection | <input checked="" type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements            | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application                    |
| <input type="checkbox"/> Other _____                      |   |   |

## Funding Source:

- ☒ General Fund  
☐ Grant (duration of funds: \_\_\_\_\_ Months)  
☐ Other Source: \_\_\_\_\_

## Legal:

☐ Legal Review Required      Attorney Assigned (please scroll down): None      ☐ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

As per Civil Service Commission action on 2/26/04 to replace temporary positions with permanent positions.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

N/A

## Statutory or Citizen Concerns:

None

## Departmental Concerns:

None anticipated

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CITY CLERK'S OFFICE

# Human Resources Department

5C

## MEMO

To: Civil Service Commission  
Thru: Terry Bond, Human Resources Director  
James Sienkiewicz, Classification and Compensation Manager *JS*  
From: Ana I. Sanchez, Personnel Analyst II *AS*  
Date: February 16, 2004  
Subject: New Job Class

Human Resources recommends Commission approval of this classification action. The proposed job specification describing the position listed below is attached.

<u>STATUS</u>	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
Proposed	Legal File Clerk	1323	GS 6

The subject job class was requested by the City Attorney. The proposed classification necessitates prior experience dedicated to filing and maintaining highly sensitive legal records supplemented with knowledge of legal terminology. No current specification adequately describes the nature, scope and level of the assignments and requirements for this position that meets the needs of the department.

The proposed job specification was written in the standard style and format, and reviewed by the City Attorney and Human Resources Director. The City's job worth assessment methodology was applied resulting in the grade shown above.

This recommendation is being made pursuant to:

Civil Service Rule 4, Classification, Section 3(b), Classification of New Positions.

*"Whenever a new position is proposed, the department head shall forward to the Personnel Director a description of the proposed duties and responsibilities of the position. The Personnel Director shall, after a study of the required duties, responsibilities and qualifications of the position, recommend the appropriate class and grade in the classification plan to which the position should be allocated."*

*"If no appropriate class exists, a new class shall be developed by the Personnel Director, which shall be submitted to the Civil Service Commission for approval and then to the City Council for adoption."*

Approval of this proposed new job class will allow Human Resources to proceed to fill this vacant position through competitive recruitment and examination.

Attachment

AN ORDINANCE AMENDING ORDINANCE 8064 (THE CLASSIFICATION  
AND COMPENSATION PLAN) TO CREATE THE CLASS OF  
**LEGAL FILE CLERK**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

That Ordinance No. 8064, the Classification and Compensation Plan, shall be amended as follows:

As recommended by the Civil Service Commission, the class of **Legal File Clerk** is hereby created in accordance with the duties and responsibilities attached hereto. The Code is **1323**The Grade is **GS6**.

**PASSED AND APPROVED this 23<sup>rd</sup> day of March, 2004.**

THE CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Guadalupe Cuellar  
Deputy City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Terry A. Bond  
Human Resources Director

APPROVED BY THE CIVIL  
SERVICE COMMISSION:

Date: February 26, 2004

By:   
\_\_\_\_\_  
Secretary

Clerical and Office Branch  
General Clerical Group  
Clerk Series

LEGAL FILE CLERK

1/04 (AIS)

**General Purpose**

Under immediate supervision, perform specialized clerical work to file and maintain legal records in conformance with well established procedures.

**Typical Duties**

Create and maintain files. Involves: Sort, code, index and store documents into established filing systems. Prepare files for storage and assist with updating of record storage and retrieval, as necessary. Perform data entry and update record keeping database. Locate and issue files, as directed. Copy and distribute documents. Keep records of material removed, stamp material received and trace missing files. Conduct on and off-site hand deliveries, as necessary. Scan or convert documents to electronic or film media. Purge files in accordance with record retention schedules and within authorized limits. Maintain confidentiality of sensitive records and files. Assist with maintenance of law library, as instructed.

Operate standard and specialized equipment as necessary. Involves: Use copier, fax, printer, scanner, personal computer with generic office productivity software, and telephone that may have multiple lines.

Greet and assist City personnel, officials and the public as required. Involves: Respond to visitors and callers in a courteous manner. Take messages or forward inquiries to the appropriate party exercising proper telephone etiquette in accordance with department policy.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: Substitute for coworkers, as qualified, to maintain continuity of ordinary operation, if delegated. Provide designated support for projects or activities of others, as instructed. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Maintain tools, equipment, materials and supplies, and keep work area orderly, safe and clean.

**Knowledge, Skills, and Abilities**

- Good knowledge of English grammar, spelling and punctuation.
- Some knowledge of customer service techniques.
- Some knowledge of general office practices, procedures and principles and techniques of public contact.
- Some knowledge of legal terminology.
- Some knowledge of automated data entry and retrieval systems.
- Ability to accurately file and maintain legal documents.
- Ability to establish and maintain effective working relationships with City officials, supervisors, coworkers, and the public.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to interpret oral and written instructions.
- Skill in typing at layman level.
- Skill in safe basic operation and care of personal computer or network work station, including word processing, spreadsheet and graphic software programs, common office equipment including, but not limited to multi-line telephones, fax machines, copiers, calculators and filing systems.

**Other Job Characteristics**

- Occasional lifting and carrying of light weight objects (up to 25 pounds).

**Minimum Qualifications**

**Education and Experience:** Equivalent to a high school diploma or GED, plus six (6) months of legal clerical work.

**Licenses and Certificates:** Texas Class "C" Driver's License or equivalent license from another state.

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General Clerical Group  
Clerk Series

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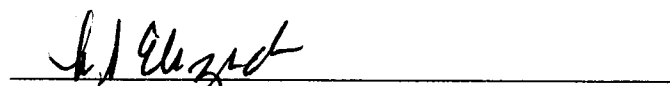
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Human Resources Director

  
Department Head